

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes (☐ and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	GONGORA		
FIRST NAME	MIKAELA	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	MENDOZA		
3. DATE OF BIRTH (mm/dd/yyyy)	December 19, 1997	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	HINUNANGAN, SOUTHERN LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street PUROK SPILLWAY CATUBLIAN Subdivision/Village Barangay HINUNANGAN SOUTHERN LEYTE City/Municipality Province
7. HEIGHT (m)	1.48 (m)	ZIP CODE	6608
8. WEIGHT (kg)	58 (kg)	18. PERMANENT ADDRESS	House/Block/Lot No. Street PUROK SPILLWAY CATUBLIAN Subdivision/Village Barangay HINUNANGAN SOUTHERN LEYTE City/Municipality Province
9. BLOOD TYPE	" B "	ZIP CODE	6608
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	920168728620	20. MOBILE NO.	09352413165
12. PHILHEALTH NO.	13-252517430-5	21. E-MAIL ADDRESS (if any)	mm.gongora@vsu.edu.ph
13. SSS NO.	N/A		
14. TIN NO.	726-381-116		
15. AGENCY EMPLOYEE NO.	VO1218		


II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)	AHAVAH REIGN G. RACAZA	June 27, 2019
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	GONGORA			
FIRST NAME	BILLY	NAME EXTENSION (JR., SR)		
MIDDLE NAME	LIGUID			
25. MOTHER'S MAIDEN NAME				
SURNAME	MENDOZA			
FIRST NAME	ERLINDA			
MIDDLE NAME	PADESCO		(Continue on separate sheet if necessary)	

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	HINUNANGAN WEST CENTRAL SCHOOL	PRIMARY EDUCATION	6/1/2004	3/20/2010	GRADUATED	2010	SALUTATORIAN
SECONDARY	CANIPAAN NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	6/1/2010	3/30/2014	GRADUATED	2014	ACHIEVER
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN DEVELOPMENT COMMUNICATION	6/2/3024	6/15/2018	GRADUATED	2018	MAGNA CUM LAUDE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF SCIENCE IN DEVELOPMENT COMMUNICATION	10/5/2020	2/20/2021	30	N/A	N/A

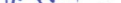
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[illegible]

V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	TRAINING ON DIGITAL STORYTELLING FOR YOUNG AGRINNOVATORS	4/21/2022	04/22/22, 05/17/22	24.0	TECHNICAL	SOUTHEAST ASIAN REGIONAL CENTER FOR GRADUATE STUDY AND RESEARCH IN AGRICULTURE
	TRAINING ON PRIOR ART SEARCH AND PATENT INFORMATION INTERPRETATION	3/22/2022	3/22/2022	4.0	TECHNICAL	VISAYAS STATE UNIVERSITY PHILROOTCROPS
	33RD JOINT VICARP AND RRDEN REGIONAL RDE SYMPOSIUM	11/17/2021	11/18/2021	12.0	TECHNICAL	VISAYAS CONSORTIUM FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES PROGRAM (VICARP) AND REGIONAL RESEARCH AND DEVELOPMNET EXTENSION NETWORK (RRDEN)
	EXTENSION TRAINING WORKSHOP: DEVELOPING EXTENSION PROPOSAL	11/9/2021	11/12/2021	32.0	TECHNICAL	VISAYAS STATE UNIVERSITY DIRECTOR FOR EXTENSION
	WORKSHOP SERIES ON PACKAGING DEVELOPMENT INFORMATION FOR THE BROADCAST MEDIA	9/11/2021	9/18/2021	32.0	TECHNICAL	DYDC 104.7-VSU DEVELOPMENT CAMPUS RADIO
	32ND JOINT VICARP AND RRDEN REGIONAL RDE SYMPOSIUM	3/23/2021	3/24/2021	12.0	TECHNICAL	VISAYAS CONSORTIUM FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES PROGRAM (VICARP) AND REGIONAL RESEARCH AND DEVELOPMNET EXTENSION NETWORK (RRDEN)
	WRITESHOP ON SCIENTIFIC WRITING FOR PUBLICATION IN PEER-REVIEWED JOURNALS	3/15/2021	3/16/2021	16.0	TECHNICAL	VISAYAS STATE UNIVERSITY PHILROOTCROPS
	WEBINAR ON BUILDING RESILIENCE OF VULNERABLE LOCAL COMMUNITIES TO NATURAL DISASTERS: ENHANCING LOCAL HUMANITARIAN LEADERSHIP TOWARDS BUILDING STRONGER GROUND	8/12/2020	8/12/2020	4.0	TECHNICAL	OXFAM AND REGIONAL CLIMATE CHANGE RESEARCH AND DEVELOPMENT CENTER
	FOOD SECURITY CHALLENGES AND OPPORTUNITIES UNDER THE NEW NORMAL: A WEBINAR IN COMMERATION OF 9 YEARS OF PCAARRD EXCELLENCE	6/30/2020	6/30/2020	2.0	TECHNICAL	PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES RESEARCH AND DEVELOPMENT
	WEBINAR ON INTERMEDIATE MICROSOFT EXCEL FOR TEACHERS	5/15/2020	5/15/2020	3.0	TECHNICAL	ERYUTECH
	HUMANOSPHERE RESEARCH AND THE HUMANOSPHERE POTENTIALITY INDEX: AIMING TOWARDS DIFFERENT PARADIGMS	8/19/2019	8/19/2019	3.0	TECHNICAL	SOUTHERN LEYTE STATE UNIVERSITY- HINUNANGAN CAMPUS
	WORKSHOP ON WRITING RESEARCH PAPERS FOR PEER-REVIEWED PUBLICATION	7/18/2019	7/19/2020	16.0	TECHNICAL	SOUTHERN LEYTE STATE UNIVERSITY- HINUNANGAN CAMPUS

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	GOOD COMMUNICATION SKILL		N/A		
	PHOTOGRAPHY				
	COMMUNITY ENGAGEMENT				

(Continue on separate sheet if necessary)

SIGNATURE

Sym

DATE

06/01/2022

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,
a. within the third degree?
b. within the fourth degree (for Local Government Unit - Career Employees)?

☐ YES☒ NO

☐ YES☒ NO

If YES, give details:

35. a. Have you ever been found guilty of any administrative offense?

b. Have you been criminally charged before any court?

☐ YES☒ NO

If YES, give details:

☐ YES☒ NO

If YES, give details:
Date Filed: _____
Status of Case/s: _____

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

☐ YES☒ NO

If YES, give details:

37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?

☐ YES☒ NO

If YES, give details:

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?

b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?

☐ YES☒ NO

If YES, give details: _____

☐ YES☒ NO

If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES☒ NO

If YES, give details (country):

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:
a. Are you a member of any indigenous group?
b. Are you a person with disability?
c. Are you a solo parent?

☐ YES☒ NO

If YES, please specify: _____

☐ YES☒ NO

If YES, please specify ID No: _____


☐ YES☒ NO

If YES, please specify ID No: _____


41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
CHRISTINA A. GABRILLO, PhD	Visca, Baybay City, Leyte	9060519067
EDITHA G. CAGASAN, PhD	Visca, Baybay City, Leyte	
PROF. MARLON M. TAMBIS	Visca, Baybay City, Leyte	9260718737

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head / authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.



Mikaela M. GONGORA
PHOTO




Right Thumbmark

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: DRIVER'S LICENSE


ID/License/Passport No.: H11-16-000683

Date/Place of Issuance: 12/28/2018



Signature (Sign inside the box)
06/01/2022
Date Accomplished

SUBSCRIBED AND SWORN to before me this 04 AUG 2022, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. RYSAN C. GUINOCOR
VSU Chief Legal Officer

Person Administering Oath

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied for.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word *Present*, e.g., 1998-Present. Work experience should be listed starting with the most recent/present employment

- Duration: August 2018 – June 2019
- Position: Communication Officer
- Name of Office/Unit: Forest Land Use Plan
- Immediate Supervisor: Emmanuel Tan
- Name of Agency/Organization and Location: Provincial Environment and Natural Resources Office, Leyte


- List of Accomplishments and Contributions (if any)
 - Crafted the Forest Land Use Plan (FLUP) of the Municipality of Sta. Fe and Alang-alang, Leyte
 - Documented the activities and prepared reports
- Summary of Actual Duties
 - Responsible for the documentation of the activities and preparation of technical reports related to the FLUP of the selected municipalities in Leyte.

- Duration: August 2019 – May 2020
- Position: Visiting Instructor
- Name of Office/Unit: Education Department
- Immediate Supervisor: Dr. Mary Beth T. Saludsod
- Name of Agency/Organization and Location: Southern Leyte State University – Hinunangan Campus

- List of Accomplishments and Contributions (if any)
 - Prepared teaching materials like PowerPoint Presentation
- Summary of Actual Duties
 - Responsible for preparing syllabus and educating the students

- Duration: June 2020 – present
- Position: Science Research Assistant
- Name of Office/Unit: Extension and Socio-economics Division of PhilRootcrops
- Immediate Supervisor: Prof. Marlon M. Tambis

- Name of Agency/Organization and Location: Visayas State University - PhilRootcrops
 - List of Accomplishments and Contributions (if any)
 - Documented and prepared reports of the extension activities of PhilRootcrops
 - Prepared IEC materials related to rootcrops
 - Managed the digital platforms of PhilRootcrops
 - Facilitated the crafting of the Memorandum of Agreement (MOA) of PhilRootcrops' linkages with other concerned stakeholders and institutions
 - Summary of Actual Duties
 - Responsible for the 1) documentation and preparation of technical reports on the extension activities of PhilRootcrops, 2) preparation of IEC materials on rootcrops, 3) management of the digital platforms of PhilRootcrops, and 4) facilitation of the crafting of MOA of PhilRootcrops' linkages.


MIKAELA M. GONGORA
(Signature over Printed Name
of Employee/Applicant)

Date: June 02, 2022